

**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE  
NORTH COUNTY COMPLEX – BUILDING 158  
HAUPPAUGE, NEW YORK 11788-0099**

APPLICATION FOR VETERANS' CREDITS

FORM VC-1

See reverse side for Instructions

1. Title of Examination \_\_\_\_\_
2. \_\_\_\_\_  
Last Name First Name Middle Initial
3. \_\_\_\_\_  
Mailing Address
4. Social Security Number \_\_\_\_\_
5. Check the appropriate box for which you claim veterans' credits.  
☐ As a non-disabled veteran    ☐ As a disabled veteran
6. Have you previously used veterans' credits to receive a permanent competitive class appointment in the service of the State of New York or any civil division within the State?  
☐ Yes    ☐ NO    If you checked YES complete the information below.  
Civil Service Law limits the use of veterans' credits to one permanent competitive class appointment within New York State.
7. With the exception of the federal service, have you ever been employed by a governmental agency outside of Suffolk County (e.g., New York City, New York State, Office of Court Administration, or another county within New York State?)  
☐ YES    ☐ NO    If you checked YES complete the information below:  
Government Name \_\_\_\_\_  
Length of Employment From \_\_\_\_\_ To \_\_\_\_\_  
Department \_\_\_\_\_  
Your official title (s) \_\_\_\_\_  
(Attach additional sheets if necessary)

I declare, subject to the penalties of perjury that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct.

\_\_\_\_\_  
Date

X \_\_\_\_\_  
SIGNATURE OF APPLICANT

## INSTRUCTIONS FOR VETERANS' CREDITS

According to Civil Service Law, additional credits in examinations are granted to successful candidates who have claimed and established status as disabled or non-disabled veterans. These credits are granted on the following basis:

	<u>Open-competitive exams</u>	<u>Promotional Exams</u>
Disabled Veteran	10	5
Non-disabled Veteran	5	2.5

These additional credits, which are combined with the final score obtained in the examination, may be granted only to PASSING CANDIDATES at the time of establishment of the eligible list. Candidates are permitted a minimum period of sixty (60) days from the last filing date to submit veterans credits forms for a particular examination. These forms will be accepted until such time as the eligible list is established. The Civil Service Department will not notify candidates if their forms are deficient or delinquent. It is the responsibility of the candidate to insure that all required forms are file timely. Upon request, the Civil Service Department will issue receipts for all forms received.

To be eligible for additional credits as a veteran you must have been honorably discharged or released under honorable conditions and have served on ACTIVE military service with the armed forces of the United States during any of the following periods:

WORLD WAR II	- December 7, 1941 through and including December 31, 1946
KOREA	- June 27, 1950 through and including January 31, 1955
VIETNAM	- January 1, 1963 through and including May 7, 1975
LEBANON**	- June 1, 1983 through and including December 1, 1987
GRENADA**	- October 23, 1983 through and including November 21, 1983
PANAMA**	- December 20, 1989 through and including January 31, 1990
PERSIAN GULF	- August 2, 1990 – to the end of hostilities as yet undefined

\*\* To receive veterans' status for service in these campaigns, an applicant must have also have been the recipient of one of the following:

Armed Forces Expeditionary Medal  
Navy Expeditionary Medal  
Marine Corps Expeditionary Medal

### Non-disabled Veterans

In order to be considered for additional credits as a non-disabled veteran you must complete the reverse side of this application and submit it to the Suffolk County Department of Civil Service together with a photocopy of your separation papers (i.e. FORM DD-214 or NAVPERS-553) from the Armed Forces of the United States.

### Disabled Veterans

In order to be considered for additional credits as a disabled veteran you must meet the same requirements as outlined above under non-disabled veterans, and in addition for each examination title you must also complete FORM VC-3 (Authorization for Disability Record), in duplicate and forward BOTH copies immediately to the Regional Office of the United States Veterans Administration where your application for disability pension is on file. The Veterans Administration will retain a copy for its files, and will return a copy to this Department for processing. Disabled veterans must have a war-incurred disability of at least ten percent (10%) certified by the Veterans Administration at the time of application for additional credits.

If you do not forward the proper documentation as outlined above, you will not be granted veterans credits. Once the eligible list is established, veterans credits cannot be granted.